

DOMESTIC EXPRESS SMALL PACKAGE SHIPPING

- 1. REASON FOR ISSUE.** To publish the Department of Veterans Affairs (VA) directive, Domestic Express Small Package Shipping. This directive announces the terms, conditions, and user responsibilities for use of the new VA Domestic Express Small Package Blanket Purchase Agreement (VA-DOMEX BPA) awarded to Federal Express, Inc.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES.** This directive contains mandatory departmentwide policy on the use of the domestic express small package blanket purchase agreement.
- 3. RESPONSIBLE OFFICE.** Associate Deputy Assistant Secretary for Program Management and Operations, Office of Acquisition and Materiel Management (049M).
- 4. RELATED HANDBOOK.** None.
- 5. RESCISSION.** VA NOTICE 02-5, Mandatory Use of the Domestic Express Small Package Blanket Purchase Agreement (BPA) Awarded to Federal Express, Inc., dated June 14, 2002.

CERTIFIED BY:

/s/

John A. Gauss
Assistant Secretary for Information
And Technology

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/

William H. Campbell
Assistant Secretary for Management

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DOMESTIC EXPRESS SMALL PACKAGE SHIPPING

1. PURPOSE: This directive provides mandatory departmentwide policy relative to domestic express small package shipping. VA awarded a blanket purchase agreement (VA DOMEX BPA) to Federal Express, Inc. VA's large shipping volume enabled negotiation of more favorable rates and terms than the General Services Administration's express small package contract. The most favorable rates will result from mandatory VA usage.

2. POLICY

a. The Secretary's approval of the mandatory-use provision indicates that whenever there is a need for the express shipping services provided for in the VA DOMEX BPA, the BPA is the mandatory source for access to those services. The mandatory-use provision is highly desirable since the non-contract commercial rates of competing vendors are significantly higher than the BPA rates. VA users may also take advantage of the BPA for third-day delivery services to receive a 20 percent savings (compared to use of the U.S. Postal Service (USPS) Priority Mail) and an ability to track those shipments at no additional cost. Regular mail must continue to be directed through the USPS.

b. Domestic Express Small Package BPA Account Holders Must:

(1) Use the VA-DOMEX BPA as the mandatory source for domestic express package delivery services whenever such services are required to meet the needs of the Department.

(2) Ensure that the service account is registered with the contractor for access to the BPA discount rates.

(3) Verify that billing for each account is at the contract rates and is otherwise correct.

(4) Review USPS Priority Mail usage to determine if it is more economical to substitute the VA-DOMEX BPA for some or all third-day delivery services.

(5) Use the lowest cost small package ground service shipping alternatives whenever VA-DOMEX BPA express services are not necessary.

(6) Ensure that agreements with other express package service providers are not made without receiving a waiver from the contracting officer's representative (COR). Same-day pickup and delivery services for laboratory specimens by a courier may qualify for a waiver.

3. RESPONSIBILITIES. The Office of Acquisition and Materiel Management (049M) will:

a. Establish a task order against the mandatory BPA.

b. Monitor all VA contract accounts and enforce user compliance.

- c. Provide assistance to account holders for service and payment issues.
- d. Develop reports detailing account holder shipping volume and costs.
- e. Negotiate increasingly favorable terms as increasing shipping volumes are validated.
- f. Ensure that the VA COR monitors the contractor's service performance and manages service complaints from VA users.
- g. Review mandatory-use waiver requests and grant waiver whenever justified.

NOTE: *The BPA can be accessed at the VA Web site, <http://vaww.va.gov/oa&mm/intranet/>. Questions, inquiries, or service issues requiring COR intervention should be directed to the Transportation and Relocation Services (0492T), (202) 273-6120, or faxed to (202) 273-6236.*